

Enrolling your corporation/school in The Learning Connection

Each school and school corporation in Indiana has already been set up within The Learning Connection. In order to access the features available including the option to access student-level data, each school corporation must designate an administrator for The Learning Connection. This individual will then be provided with administrative access to The Learning Connection and will have the ability to create accounts for teachers, parents, students, and other system administrators.

Enrollment Process

1. Superintendent signs letter (letter has been drafted below on page 2 of this memo) designating The Learning Connection administrator for a school corporation. This individual should be an employee of the corporation.

Send the letter by USPS, e-mail or FAX to:

Ms. Susan Day, IDOE Help Desk, Indiana Department of Education 151 West Ohio Indianapolis, IN 46204 E-mail: sday@doe.in.gov FAX: 317.233.6326

2. DOE receives letter from the school corporation and provides administrative access for the individual designated by the superintendent.
3. DOE notifies the user of the account and provides system documentation necessary to help the admin with configuration via email.

Ms. Susan Day
IT Help Desk
Indiana Department of Education
151 West Ohio
Indianapolis, IN 46204
FAX: 317.233.6326

Dear Ms. Day:

The letter is to certify that the following person has been designated by our school/school corporation to serve as the administrator for the Learning Connection for our school/school corporation.

(name)

(e-mail address)

(corporation/school name) _____ (corporation/school number)

As the administrator, this individual will have the responsibility for creating other administrative accounts and for the general maintenance of accounts for teachers, administrators, students and parents who are granted access to your community within The Learning Connection.

I understand that:

- The administrator is responsible for using The Learning Connection to provide access to student data to teachers, parents, and students.
- The administrator is the only individual who will grant access to student-level data.
- The administrator has full responsibility for student data access and for the level of data an individual may access in accordance with school policy.
- The school corporation has the sole authority to determine whether to provide accounts to students and parents, as well as whether to provide access to any student-level data available on the Learning Connection.
- The school corporation is responsible for ensuring that administrator access to the system is discontinued when the administrator is no longer employed by the school corporation.
- The school corporation is responsible for terminating access of individuals who leave the corporation.
- The Indiana Department of Education provides the means to access the data, but the Department will not grant access to student-level data. Granting such access is within the sole authority of the school corporation.
- Granting access to data through The Learning Connection will be done in compliance with public access laws.

Sincerely,

Superintendent School/School Corporation

Date